

# Safeway xp Express User Guide

A Comprehensive Manual for Creating Shipments, Printing Airwaybills, and Scheduling Courier Pickups

## Portal Login Instructions

### 1. Obtain Your Account

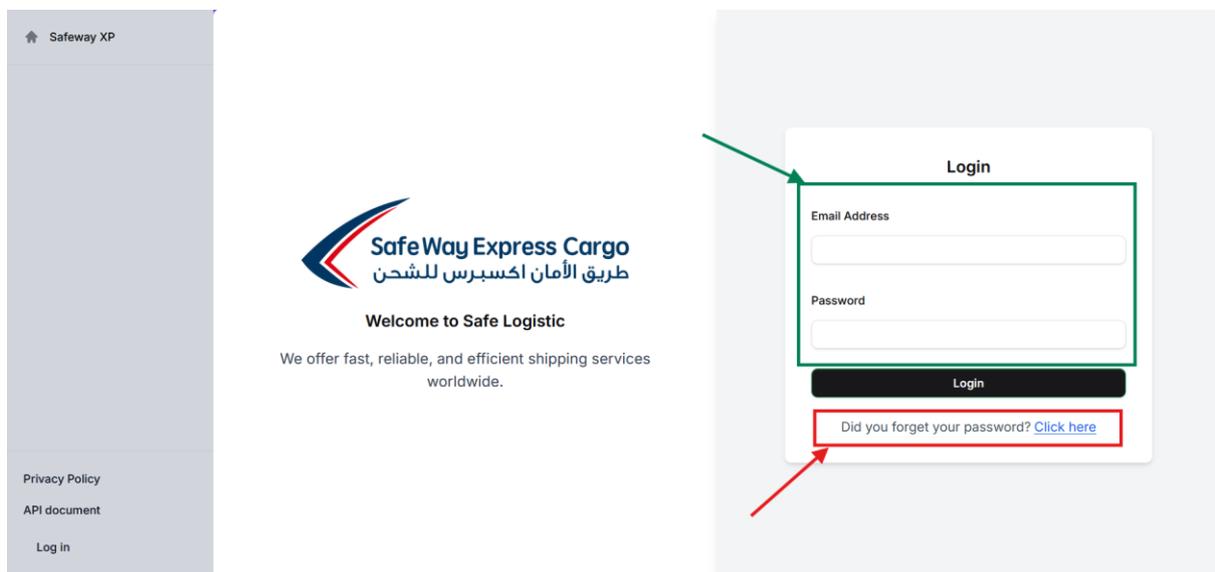
To receive your account credentials, please **contact our support team**. Once your request is processed, you will receive an email containing your **Email Address** and **Password**. These credentials will grant you access to both the **Portal** and **API Integration** services.

### 2. Accessing the Portal

Visit our portal by navigating to the following website:

 <https://cs.safeway-xp.com/>

*If you encounter any issues accessing the portal, please contact us for assistance.*



### 3. Logging In

Once you've accessed the portal website, follow these steps to log in:

1. **Navigate to the Login Page:** Upon visiting the website, you will be directed to the **Login Gateway Page**.

## 2. Enter Your Credentials:

- **Email Address:** Input the email address provided to you.
- **Password:** Enter your corresponding password.

3. **Click on the Login Button:** After entering your credentials, click the **Login** button to access your account.

## 4. Resetting Your Password

If you forget your password, follow these steps to reset it:

1. **Click on "Forgot Password":** On the login page, select the **Forgot Password** link.
2. **Receive a New Password:** A new password will be sent to your registered email address. Use this new password to log in.

## Need Help?

If you require further assistance with logging in or have any other inquiries, please do not hesitate to contact us.

## Change your password

To make your password easy to remember for you, you need to login first, then navigate to user page



Then click on change password, enter old password, new password, confirm new password then save it.

## User Profile

Name

Admin

Email

m.redha93@gmail.com

Phone

[Edit Profile](#)

[Change Password](#)

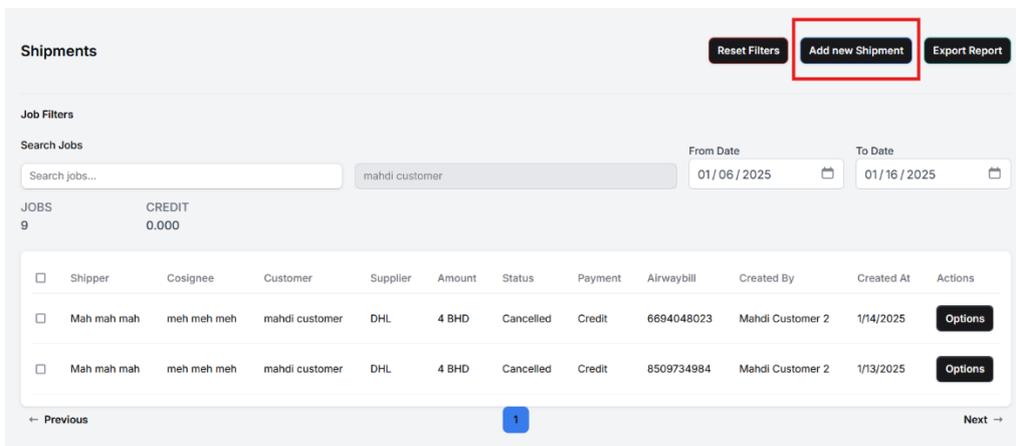
Then you have to login with new pass.

## Customer Portal

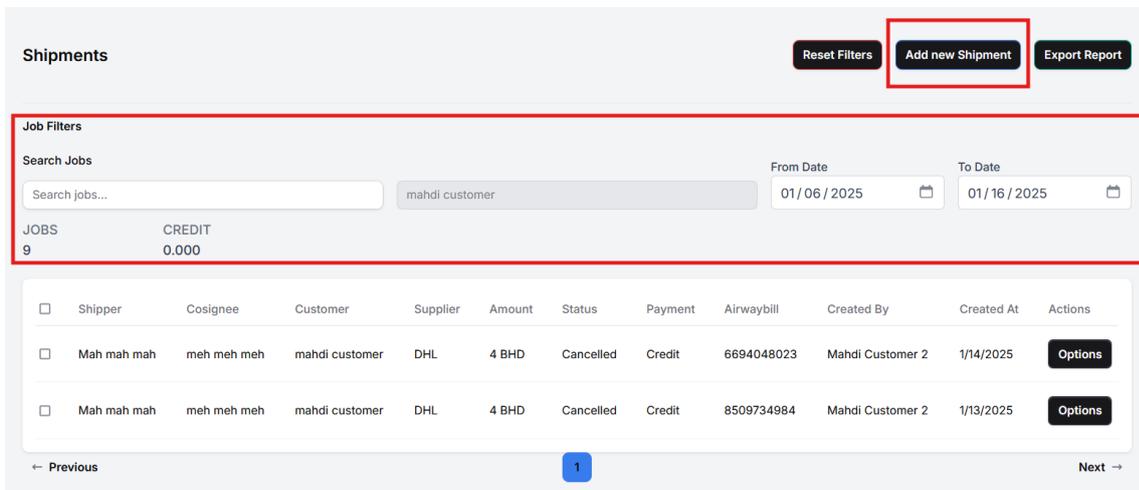
The Customer Portal is your centralized hub for managing all your shipping needs with Safewayxp Express. Designed for ease of use and efficiency, the portal empowers you to oversee your shipments, initiate new shipments, and manage your account credit seamlessly.



You can create shipment by click on “Add new Shipment” we will explain details later.



You can search by AWB number, shipper, consignee details. Or by date. Summary of Jobs and Credit (Amount) will display depend on the filter.



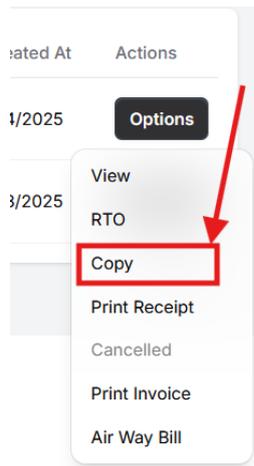
Multi Select on Job, and Export report to do your Analysis or read full details for shipments

Shipper	Cosignee	Customer	Supplier	Amount	Status	Payment	Airwaybill	Created By	Created At	Actions
Mah mah mah	meh meh meh	mahdi customer	DHL	4 BHD	Cancelled	Credit	6694048023	Mahdi Customer 2	1/14/2025	Options
Mah mah mah	meh meh meh	mahdi customer	DHL	4 BHD	Cancelled	Credit	8509734984	Mahdi Customer 2	1/13/2025	Options

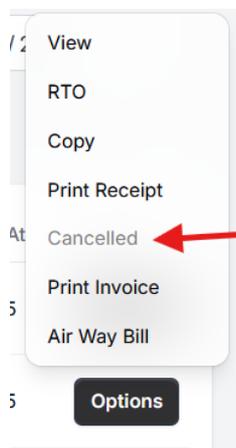
You can view specific job (Read it only)

- View
- RTO
- Copy
- Print Receipt
- Cancelled
- Print Invoice
- Air Way Bill

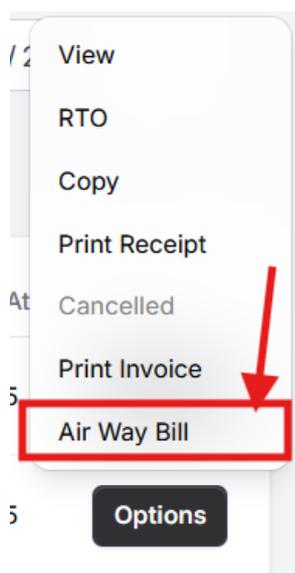
You can copy job, that will open “Create new” but with same details, you can update any data you want before confirm the new one. The copy function saves your time if most of data already same. For Example: your shipment same package to different customers! So, need to make copy and change Consignee address only.



Cancelling shipment can be during 24h from shipment! However, if your shipment already pickup you need to call Customer Service before your package Shipped.



Print the package AWB to use it before our Courier come to pickup it.



# Create new Shipment

Here I use copy to easy fill data.

## Frist Step: Shipper and Consignee Address

You can switch between address to convert between Import and Export.  
However, make sure you have contract with us for Importing.

### Create Shipment

Export

[Switch Addresses](#)

<b>Shipper Address</b>	<b>Consignee Address</b>
Name* Mah mah mah	Name* meh meh meh
Company* Safeway Express Cargo	Company* sdfsdf
Country* BAHRAIN	Country* QATAR
State Bahrain	State QATAR
City* BUSAIITEEN	City* DOHA
Address Line 1* GLS Compound - Muharraq	Address Line 1* 626
Address Line 1* GLS Compound - Muharraq	Address Line 1* 626
Address Line 2 Office 21 - Building 23 - Road 20 - Block 224	Address Line 2
Address Line 3	Address Line 3
Postal Code Enter or select postal code	Postal Code Enter or select postal code
Extension +973 - Bahrain	Extension +974 - Qatar
Mobile* 32145678	Mobile* 65432187
Phone Number 39444279	Phone Number Enter phone number
Email express.team@safewayxp.com	Email

[Next](#)

Click on Next for second step.

## Second Step: Shipment Details

In the **Shipment Details** section, you will manage all the necessary information related to your shipment. This section is divided into two primary subsections:

1. **Shipment Master Detail**
2. **Cargos Detail**

Properly completing these subsections ensures accurate and efficient processing of your shipments.

### Shipment Master Detail

Ensure that you select the supplier you have an active contract with to avoid any processing delays or issues.

### Cargo Details

- **Single Cargo per Package:** Ensure each package is entered as an individual cargo item.
- **Data Accuracy:** Fill in all fields correctly. Any incorrect information is your responsibility and may result in additional charges.

#### Cargos List

##### Packaging

Remove Copy

Quantity*	Shipment Value*	Weight (KG)*	Length (cm)*
<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>
Width (cm)*	Height (cm)*	H.S. Code	Net Weight (KG)
<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="Search H.S. Code"/>	<input type="text" value="1"/>

Total KG

+ Add Cargo

##### Cargo Totals

Total Weight (KG)	Total Pieces	Total Shipment Value
1	1	1 BHD

Previous Next

1. Quantity: number of packages with same data (keep it 1. Use copy for another one)

2. Shipment Value: if your package is document type. Keep it 0, otherwise provide correct value from your item invoice.
3. Correct Weight.
4. Correct dimensions.
5. HS code (search and select)
6. Net Weight and Total KG will automatically calculate.

Add as many as you need in Cargos, the total will display in the bottom

Click next for third step.

### Summary and Confirm

Once reach to third step, you can review the summary details and confirm shipment to get AWB.

## Cargo Totals

Total Weight (KG) 1	Total Pieces 1	Total Shipment Value 1 BHD
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### Pricing Details

Amount:	4.000 BHD
Extra Charge:	0.000 BHD
Total Additional Charges:	0.000 BHD
<b>Total Sell Price:</b>	<b>4.000 BHD</b>

Previous Submit Shipment Save Draft

## Summary And Print

Fourth step means your package send; you have AWB. You can print AWB sticker. Create new shipment or copy current one.

Job Details  
Shipment Summary

Print Airwaybill Print Invoice Print Receipt Pay Job

Shipment Summary	
Airwaybill	SafeAirwaybill
7348415690	BH25000066
Status	Net Amount
Paid	4,000
Customer	Supplier
mahdi customer	DHL

Previous Create New Shipment Copy Back To Quick View

## Create Collection

Once you've completed all shipment details, submit a pickup request using our **Create Collection** page.

Safeway XP

Express  
Create Collection  
Customer Portal

Privacy Policy  
API document  
Welcome, Mahdi Customer 2  
Logout

Create Collection

Collection Address

Name  
Search or enter name

Country  
BAHRAIN

City  
Search for city

Address Line

Mobile  
Search or enter mobile

Collection Type  
Select Collection Type  
Pickup

Remark (Optional)  
Enter any remarks for the collection

Collection Date  
Today Tomorrow 01/16/2025

Create Collection

Make sure Enter your store address, our Courier will visit you depend on date selected! Make sure use always tomorrow or later date to avoid any mistake.

Only one collection for all your packages.

## Conclusion

Thank you for choosing Safewayxp Express. We are committed to providing you with a seamless and efficient shipping experience through our Customer Portal. If you have any questions or need further assistance, please don't hesitate to contact our support team. Happy shipping!